

AR-50-71; Rev. 76

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR AGENCY USE FOR RECORDS MANAGEMENT USE 1. Agency Address Department of Education Application Number Application Date Office of Vocational Education Division of Vocational Instruction Date Received Date Completed Application Number Trade and Industrial Education Unit ับบุ 6 1981 1 JUL 2 2 1981 Atlanta, Georgia **Telephone Number** 2. Person to Contact **Working Title** Earl Williams State Supervisor 656-2554 3. Action Requested b. Dispose of present accumulation; no further accumulation anticipated. c. Amend Application No. 81-325 Check One: XI Change; Supercede; Void 4. Dates of Series 5. Records Series Title (followed by title used in office; if different) Earliest Latest 1978 To date TRADE AND INDUSTRIAL EDUCATION SCHOOL SYSTEM FILES What is the function of the Division and the Office in which this record series is created? 6. Division and Office Function NO CHANGE This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Documents relating to: NO CHANGE Included are: ADD: Program of Work. File is arranged: chronologically by fiscal year; thereunder alphabetically by school name. How often are records referred to which are: 8. Monthly Reference Rate ; Seven to twelve months old _____; Thirteen to twenty-four months old ____; One to six months old _ twenty-five months and older _ 9. Annual Rate of Accumulation of Records ; Legal-size drawers _____; Shelves _____; Other (specify) _____ Letter-size drawers

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2. Person to Contact Earl Williams State Supervisor Telephone Number State Supervisor 3. Action Requested 3. Action Requested 5. C. — Amend Application No. 4. Dates of Series Earliest Latest 1978 To date Trade and Industrial Education School System Files 6. Division and Office Function The Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division and Office Function The Division of Vocational Instruction is responsible for developing policy relating to vocational instruction at the secondary and postsecondary level; participating in the development of the State Plan for Vocational Education; developing vocational education program standards relating to instructional areas; providing consultative services to local school systems involving all phases of the instructional process; participating on evaluation of local school systems' vocational programs; reviewing encues from local school systems for local school systems' vocational programs; reviewing encues from local systems for the purchase of equipment; reviewing vocational education instructional materials; reviewing preservice and in-service training programs; and supervising vocational student organizations at the state level. 7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: monitoring the activities of the Trade and Industrial Education program at the local school system Hevel in Georgia. Included are: Copies of Program Managers Summary computer printout; New and Replacement Positions (DE Form 0626); Vocational Equipment Inventory; Secondary Occupational Sequencing Report; and, related correspondence. File is arranged: chronologically by fiscal year, thereunder alphabetically by school system File to strong the other records referred to which are: One to strong the other to twenty-four months old File to strong the program of the file. One to strong the progra	Ap	plication Number				
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